

Wisconsin Department of Corrections

Governor Scott Walker | Secretary Jon E. Litscher

Office of Detention Facilities

May 8, 2018

David B. Zibolski, Police Chief
Beloit Police Department
100 State Street
Beloit, WI 53511

RE: 2018 LOCKUP INSPECTION

Dear Chief Zibolski:

Pursuant to Wisconsin Statute §301.37(3), an inspection of the Beloit Municipal Lockup was conducted on April 26th, 2018. The inspection compared the facility to the Department of Corrections Administrative Code Chapter DOC 349, applicable State Statutes, and best correctional practices. The inspection included a review of records and practices, as well as a walkthrough of the detention area, to assess the safety, sanitation, adequacy, and fitness of the facility. This correspondence will summarize the findings of the inspection.

PHYSICAL ENVIRONMENT – DOC 349.07

- The lockup was constructed before February 1, 1990 and thus falls under provisions of physical environment for existing lockups. The inspection included a walkthrough of the detention area, which consists of three single-occupancy cells and one holding room. A spot check of the mechanical devices (e.g. washbasins, toilets, cameras, locks, etc.) were tested and worked properly. As was discussed during the inspection, the following changes are recommended:
 - ✓ For the air vents in the cells that inmates can reach, install tamper/suicide resistant grills to eliminate tie-off points.
 - ✓ Close off the space between the cell ceilings and security camera conduit to eliminate tie-off points (potentially utilizing security caulk).
 - ✓ While the fixtures in the cells were previously approved, administration is encouraged to add dimming capabilities to the lights for comfortable sleeping during overnight hours (to avoid continuous illumination).

SANITATION AND HYGIENE – DOC 349.08

- Administrative Code DOC 349.08(1) calls for each lockup to have supplies of hygiene items including towels, soap, toothpaste, toothbrush, comb, toilet paper, and basic feminine hygiene materials. The inspection verified the facility has an adequate supply of these items. Replacement clothing is available (should an inmate's clothing get confiscated) and disposable blankets are issued upon request. Cell mattresses were observed to be in satisfactory condition.
- Administrative Code DOC 349.08(2) requires that each cell shall be cleaned and the toilet area sanitized after an occupant is released. The inspection found the cells to be in satisfactory condition. In addition to daily inspections by officers, records revealed maintenance staff also conduct weekly inspections of the detention area.
- Detention policy #2615.09.06 addresses food service. Documentation for the provision of inmate meals was observed.

HEALTHCARE – DOC 349.09

- Per policy, an intake screening form is filled out for inmates placed into the detention area (completed forms were observed).
- In the event medication is required during detention, the shift supervisor or OIC must authorize it (per operating procedure #2615.09.02). A Beloit paramedic must be contacted and present prior to the administration of any medication. Once at the facility, the paramedic will determine (after consultation with on-line medical control, the prescribing physician, or ER physician) to approve or not approve dispensing of the medication. The paramedic may also request the inmate to be transported via ambulance to the hospital for further evaluation. Per policy, medications administered must be documented on the jail record form.
- As was discussed during the inspection, administration is encouraged to develop policy language which addresses the management of inmates going through detoxification/withdrawals.

FIRE SAFETY – DOC 349.10

- Administrative Code DOC 349.10(1) requires each lockup to have and properly maintain fire alarms, smoke and thermal detectors, fire extinguishers, fire attack equipment, and self-contained breathing apparatuses (SCBA) which operate for at least 30 minutes. As noted in previous inspections, this facility has been granted a variance to the SCBA requirement. Fire extinguishers were observed during the inspection.
- Administrative Code DOC 349.10(2) requires each lockup to develop written policies on fire protection, evacuation (including evacuation of persons with disabilities), and training of staff in equipment use and evacuation. Operating procedures #2615.05 and #2615.08 address this standard (although there is no specific mention of staff training).
- Administrative Code DOC 349.10(3) requires an evacuation route to be posted in a conspicuous place within the facility (an evacuation route was observed).

- Administrative Code DOC 349.10(4) requires each lockup to arrange for a fire inspection by the local fire department at least once every six months (although this can vary due to the requirements under Administrative Code SPS 314.01(13)(3)). Documentation verified general compliance with inspections completed on 7/27/17 and 2/23/18.
- Per operating procedure #2615.05.07.08 the heat/smoke detectors are physically tested once a month by maintenance personnel. The facility duress alarm system was also tested during the inspection.

RECORDS AND REPORTING – DOC 349.11

- Administrative Code DOC 349.11(1) requires each lockup to keep a register of all inmates. Records revealed 95 inmates were held during CY17.
- As a reminder, Administrative Code DOC 349.11(4) requires staff to contact this office within 48 hours to report any of the following occurrences in the detention area:
 - 1) An inmate dies.
 - 2) An inmate attempts suicide and is admitted to a hospital or is treated for a life-threatening injury as a result of the suicide attempt.
 - 3) An inmate is hospitalized due to an injury.
 - 4) An inmate escapes or attempts to escape.
 - 5) There is significant damage to the lockup affecting the safety or security of the facility.

No such incidents were reported during this inspection period.

SECURITY – DOC 349.12

- Administrative Code DOC 349.12(1) requires lockup staff to physically inspect all areas of the facility occupied by inmates at irregular intervals of ***at least once every 60 minutes*** for routine wellness checks and ***at least once every 15 minutes*** for those individuals identified as having special needs. It should be stressed that these are minimal expectations and due to the unpredictability of newly detained individuals, more frequent checks are recommended.

The department's operating procedure governing the supervision of detainees (#2615.05.01) requires checks to occur [REDACTED] minutes. A spot check of observation logs verified compliance with code requirements (documentation of a supervisory review was observed). As a reminder, any time an individual is confined in the lockup, there must be at least one employee of the same gender who is present and wholly responsible for the custody and care of that inmate (WI Stats. §302.41 & §302.42).

- Administrative Code DOC 349.12(2) requires that there shall be at least three (3) complete sets of lockup and fire escape keys: one set in use, one set stored in a secure place within the secure detention area, and one set stored in a secure place outside the detention area. It was reported and observed this facility has at least three (3) complete sets of keys (operating procedure #2615.01.01 addresses this standard).

- Administrative Code DOC 349.12(5) requires lockup staff to conduct monthly inspections of cell and fire escape locks and doors to ensure they are in good working order. Documentation verified compliance and staff properly demonstrated the opening/locking of cell doors.
- It was observed best correctional practices are adhered to regarding the presence and securing of firearms (see operating procedure #2615.02). Lock boxes are located at the entrances to the detention area.

POLICY AND PROCEDURE MANUAL REQUIREMENTS – DOC 349.16

- It is important that the temporary detention procedures are reviewed by lockup staff and administration on an ongoing basis to ensure continuity of operations and compliance with Chapter DOC 349. Please forward any proposed substantive changes to the policy manual to this office for formal review/approval.

SUICIDE PREVENTION – DOC 349.18

- It has been reported and lockup policy reiterates that individuals experiencing thoughts of self-harm or suicidal ideation are not allowed to stay in a cell. Emergency response equipment and cutdown tools were observed during the inspection.

DETENTION OF JUVENILES – DOC 349.21

- The Beloit Municipal Lockup is not approved to hold juvenile offenders. It was reported and a spot check of records verified no juveniles were detained during CY17.

SUMMARY

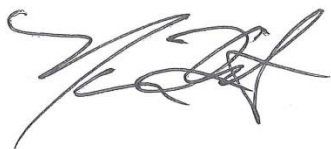
An inspection of the Beloit Municipal Lockup was conducted on April 26th, 2018. The inspection included a review of records and practices, as well as a walkthrough of the detention area to assess the safety, sanitation, adequacy, and fitness of the facility. Records revealed 95 inmates were held during CY17. There were no individuals incarcerated at the time of the inspection.

I am pleased to report no violations were documented during this visit.

APPROVAL

The Beloit Municipal Lockup is approved for the temporary detention of adult inmates (up to four hours in the holding room and 72 hours in the cells). This approval is contingent upon the continued compliance with Chapter DOC 349 and applicable State Statutes. I would like to thank Lt. Rich LeFeber for his assistance and cooperation during the inspection. Please do not hesitate to contact this office should you have any questions regarding this year's inspection.

Professionally,

A handwritten signature in black ink, appearing to read 'N. White', with a stylized, cursive flourish at the end.

Nathan White, Inspector

DEPARTMENT OF CORRECTIONS

Cc: Capt. Thomas Stigler
Lt. Rich LeFeber
Kristi Dietz, ODF
File